

**Monthly Report to the Special Trustee  
Office of Trust Records  
October 2000**

**Following are highlights of records management activities performed by the Office of Trust Records during October 2000.**

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**STAFFING**

- ❖ **Management Analyst positions** (research, develop, and implement records management policies, retention schedules; training curricula and aids, etc.)
  - One supervisory position to be classified and advertised
- ❖ **Records Management Specialist positions** (implement records management program, BIA disposition backlog, records cleanup, etc.)
  - Received and reviewed certificate of eligible applicants for three vacant positions—returned without action; action initiated to readvertise and expand area of consideration
  - One supervisory position to be classified and advertised
- ❖ **Archives Technicians positions** (search for refiled or interfiled records; receive, move, and shelve records; inventory records)
  - One position remains vacant—recruitment action initiated
- ❖ **Materials Handlers positions** (receives, stages, and ships records, boxes, equipment; performs manual labor duties)
  - Recruitment action underway for four vacant positions
- ❖ **Administrative support positions** (provide clerical and administrative operations support to records staff)
  - Secretarial position filled as result of internal promotion
  - Recruitment action initiated for vacant office automation clerk position
- ❖ **Computer Specialist positions** (analyze, develop, and implement information technology solutions; manage projects to implement electronic records programs for BIA and OST)
  - Received, reviewed and interviewed eligible applicants for one computer specialist position. Decision to be made by 11/16/2000
  - Preparing to advertise Management Analyst position

**TRAINING**

- ❖ **IARM:** Director and seven staff attended American Records Management Association (ARMA) Conference
- ❖ **BIA:** Presented Mid-level management records awareness briefings to employees at the following BIA locations:
  - Siletz Agency—5 employees

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- Warm Springs Agency—11 employees
- Taholah Field Office—8
- Cherokee Agency—10 employees

**CONTRACTORS**

- ❖ **Iron Mountain Records Management Services** – prepared records for transfer to staging facility in Albuquerque
  - Blackfeet Agency— 688 boxes
  - Wind River Agency— 675 boxes
  - Rocky Mountain Regional Office— 1020 boxes
  - OTLSR (Hawkins)— 230 boxes prepared for local and Federal Records Center storage
- ❖ **G&G Advertising** – continued work on records video and technical leaflets
- ❖ **Bradson Corporation** – ongoing dialogue on action plan and planned in-service training

**OTHER WORK**

- ❖ **Disposition Backlog at BIA Locations**
  - Worked with BIA locations to approve and transfer records to Federal Records Centers
    - Pawnee Agency—38 boxes
    - Michigan Agency—2 boxes
    - Papago Agency—173 boxes
    - Central California Agency—27 boxes
  - Continued cleanup work at the Rocky Mountain Region (see summary under Contractors)
  - Visited the following BIA locations to assess current records storage requirements, inactive records disposition backlogs, and records transfer to appropriate storage facilities
    - Siletz Agency
    - Warm Springs Agency
    - Taholah Field Office
    - Cherokee Agency
- ❖ **Develop and Issue BIA/OST Records Manuals, Training Aids and Provide Technical Assistance**
  - Continued work with contractor on records video and technical leaflets
  - Provided ongoing technical assistance to BIA regional and agency office locations

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- ❖ **Initiate Action to Replace Historical Records With Working Copies**
  - Visited Colville Agency to review proposal and applicability to the project
- ❖ **Complete Plan to Comply with Electronic Records Requirement**
  - Continued to work with the BIA's Office of Information Resources Management supporting their project to move the data center from Albuquerque to the Reston Data Center
- ❖ **Complete Vital Records Plan**
  - Memorandum announcing the initiative and requesting BIA contact points distributed
- ❖ **Complete Submission of Records Control Schedules to NARA**
  - General Records Schedules (GRS) implementation memorandum distributed to BIA
  - Memorandum announcing initiative and requesting contact points and survey completion distributed to BIA
- ❖ **Establish Pilot Project for Electronic Record Keeping**
  - Received OTFM comments on the draft design for the FAX data capture project; developed plan for next steps
- ❖ **Begin Cyclic Evaluations of Records Programs**
  - Conducted records program evaluations at the following BIA locations
    - Siletz Agency
    - Warm Springs Agency
    - Taholah Field Office
    - Cherokee Agency